



MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Injury/Illness Reporting	Code: HS010
		Date of Issue: December 2005
		Revised: October 2023
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PURPOSE:

To outline the requirements, methods and outcomes of reporting all occupational injuries and illnesses. Please use common sense when reporting injuries. If in doubt please contact your manager.

SCOPE:

The following categories of injury and illness will be reported:

1. fatality
2. critical injury/illness
3. lost time injury/illness or one involving health care only
4. first aid (beyond simple first aid, i.e. more than a bandaid or ice.)
5. occupational illness
6. near miss where the possible/potential injury would likely have resulted in any of the above.
7. fire
8. environmental release

DEFINITIONS:

Injury: An event that results in physical harm to an employee.

Illness: A deviation from the normal, healthy, state of the body.

Health Care: Services requiring the professional skills of a health care practitioner or, nurse, chiropractor, or physiotherapist, services provided at - hospitals and health care facilities, obtaining prescription drugs.

ROLES AND RESPONSIBILITIES:

Employee:

1. A worker who is injured or becomes ill as a result of workplace conditions or work activity as defined in the scope above:
 - 1.1 Shall immediately report the incident by speaking to a Manager/On-Call Supervisor/ Director of Support Services.
 - 1.2 **Within 24 hours the worker must complete a yellow Employee Incident Report.**
 - 1.3 **The Employee Incident Report along with any WSIB related paperwork, must be submitted to their Manager.** It is the employee's responsibility to ensure the Employee Incident Report has been received by their Manager or appropriate person. The report can be submitted by fax, email, text, or by dropping it off at the Avenue II office.
 - 1.4 **If there is lost time beyond the day of the injury, healthcare must be sought in order to receive WSIB compensation. Sick time can't be used for a workplace injury.**

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2. If an employee is unable to report, due to the nature of the injury or illness, another worker who witnessed or is aware of the event must promptly report it to a Manager/On-Call Supervisor /Director.
3. Report if health care is sought at any time for the injury/illness or if their condition changes and health care is sought.
4. If health care results in modified duties a WSIB Functional Abilities Form (FAF) must be completed prior to the start of the next shift and submitted to the worker's Manager.

Managers/On-Call Supervisors/ Director:

1. The Manager/On-Call Supervisor/Director, upon being notified of the injury or illness, shall:
 - Promptly ensure that first aid is administered.
 - Ensure Avenue II transports the employee to receive healthcare or pays for the transportation to healthcare.
 - Ensure the employee is given medical treatment if necessary, up to; and that such treatment is recorded on WSIB forms.
 - Notify the Human Resources Officer or the Executive Director at the first opportune moment.
 - Follow the Case Management Checklist.
 - Advise the employee of next steps dependent on the situation.
 - Notify on-call of next steps dependent on the situation.
 - Ensure the Employee Injury / Near Miss Report is completed by the employee and any related paperwork including WSIB (Form 7).
 - Ensure debriefing has been offered.
2. Director of Support Services:
 - Review the Employee Injury / Near Miss Report for completeness.
 - Follow up and sign off as required.
 - Copy of initial report to Executive Director and final report to the Executive Director and Human Resources Officer when all of the items are complete.
3. Human Resources Officer:
 - Review the Employee Injury / Near Miss Report for areas that need follow up from an administrative Health and Safety perspective.
 - If required complete WSIB paperwork Form 7 within 72 hours of injury.